



DEPARTMENT OF THE NAVY  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
WASHINGTON, D.C. 20363-5100

SPAWARINST 10290.2C  
SPAWAR 003-22  
20 October 1987

SPAWAR INSTRUCTION 10290.2C

From: Commander, Space and Naval Warfare Systems Command

Subj: ESTABLISHMENT OF REQUIREMENT FOR ORGANIZATIONAL ISSUE MATERIAL  
CONTROL PROCEDURES

Ref: (a) SPAWARINST 11016.2  
(b) SECNAVINST 5500.4D  
(c) NAVSUP Pub 437  
(d) DoD Manual 4160.21-M

1. Purpose. To establish a program for the control of organizational issue material for SPAWAR activities.
2. Cancellation. SPAWARINST 10290.2B of 21 April 1987.
3. Scope. SPAWAR activities will implement this instruction where applicable. The guidelines furnished are to be employed for overall organizational issue material control and administration by SPAWAR activities.
4. Background. SPAWAR activities may be required to provide material on a temporary basis for use by multiple personnel. Organizational issue material is purchased with government funds and issued to individual employees on an as required basis to satisfy this requirement. Since a considerable expenditure of funds is required on a continuing basis to support this effort, it is imperative that strict procedures for the inventory control, issuance, retrieval, maintenance, and security of organizational issue material be implemented. Material assigned to an employee as the custodian on a permanent basis, will be classified under local plant or minor property procedures and reference (a).
5. Definition. Organizational issue material refers to items issued temporarily to various personnel from a central location such as a crib, cage, locker or equipment pool. These items include tools, foul weather gear, diving apparatus, general use test equipment and flight clothing and equipment.
6. Action. SPAWAR activities are directed to:
  - a. Determine programs or functions conducive to the establishment of standardized inventory lists for all organizational issue material including those items listed in paragraph 1 within 90 days from the date of this instruction.
  - b. Ensure material in sufficient quantities and suitable variety are provided for issue at accessible locations to meet demand requirements.

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c. Maintain accurate inventory records of all material. Records shall include data on nomenclatures, local identification numbers, model numbers, quantities, locations, values, issues, returns, and missing, lost, stolen, or recovered items. Tool kits should have a separate inventory done of all items contained within a kit at issuances and return. A separate list of items contained within each tool kit should be maintained to assist in the identification of missing items.

d. Develop and implement a physical security program for cribs, rooms, and cages containing organizational issue material.

e. Prohibit the use of personally owned tools where the possibility of contamination or foreign object damage (FOD) may exist.

f. Determine responsibility for missing or lost items and appropriate methods to recover their value. Establish a statement of liability.

g. Develop a marking system to permanently identify items. The method and extent of marking should be based on economic considerations where feasible.

h. Ensure multiple personnel use of items of limited availability and place time limits on the issuance of such items.

i. Initiate a program to:

(1) use historical data and projected workload requirements as a basis for stock levels, reorder points and procurement planning.

(2) effect maximum use of federal supply schedules and GSA central procurement sources.

(3) discontinue the local purchase of items available through the supply system.

(4) provide for procurement or manufacture of special purpose and nonstandard tools and other organizational issue material where appropriate.

(5) establish an audit trail for ordering and receiving material.

j. Establish an inventory information system to:

(1) record individual item value and available quantities, including locations.

(2) identify recipients of items, track retention periods, and the description, item number and amount of items issued to individuals.

(3) identify broken or missing items. Ensure the return of broken items and survey all missing items and report missing, lost, and stolen items in accordance with reference (b).

(4) establish check-out procedures for employees prior to separation to ensure the return of all material.

(5) conduct periodic "wall-to-wall" inventories of the material in the system. Maximum interval between inventories shall be annually. Semiannual inventories of high value and high usage items are recommended.

(6) provide a means of counterchecking item movements within work centers which operate without the use of an automated organizational issue material inventory system. Verify and eliminate duplicate issues if they occur.

(7) limit issues to standardized tools or standard toolbox when feasible to enhance the identification of items missing.

(8) ensure a property pass system is developed for the temporary removal of material from an activity.

k. Conduct a verification of stock levels on an established periodic basis if values of each particular type of material (i.e., power tools) is over \$25,000.00. The system will include:

(1) establish stockage levels and reorder points.

(2) periodic reviews of high and low stock levels.

(3) assessment of types of stock on hand, with recommendations for additions or deletions.

(4) identification and turn-in of overstocked items.

(5) identification of unserviceable items and disposal of same.

l. Provide for the proper maintenance of stocked material in the system.

m. Develop an effective, carefully controlled means of material disposition. When material is no longer required by the user, the accountable officer should take the appropriate action to reutilize the material to the fullest extent possible. After such efforts, the items should be removed from the inventory system and in accordance with references (c) and (d), the material should be turned in to the Navy Supply System or sent to the local Defense Reutilization and Marketing Office (DRMO) via DD Form 1348-1. Residue material will be turned into the DRMO as scrap. Precaution must be exercised to ensure loss or pilferage of material does not occur during the disposition process.

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n. Maintain a material room, crib, or cage for organization issue material. The prime function of these areas is the provision of efficient, effective service for the work force by making available all material required to complete a job. Of equal importance, is the task of operating a prudent, businesslike organization that not only caters to the customer's needs, but also protects the activity's interests regarding costs, security, and the efficient return of items. Additionally, minimum impact upon worker productivity should be foremost in the execution of issuance and return operations of the material.

7. Implementation Date. SPAWAR activities will implement a local instruction within 120 days from the date of this instruction.



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